



APPL # _____
For Office Use Only

STATE OF NEW HAMPSHIRE
APPLICATION FOR LICENSURE AS A
LAND SURVEYOR

\$100.00 Application Fee

Make Check Payable to "Treasurer, State of NH" (Non-Refundable)
The Application Must be filled out completely and typewritten

1. General Information

Name _____
Last First Middle

Names Previously Used (if applicable) _____

Residence Address _____ ()
zip code

Present Position (Organization & Title) _____

Business Address _____ ()
zip code

Business Phone _____ Home Phone _____

Place of Birth _____ Date _____
Indicate mailing address by marking X in parenthesis

2. Registration/Licensure Information

Have you ever been certified as a Surveyor-In-Training? _____

If so, indicate State, Certificate #, Date of Certification: _____

Number of hours of written examination (indicate "none" if no written exam was taken): _____

State in which first registered or licensed as a Land Surveyor _____

Licensed by **NCEES** Examination? _____ If not how? _____

If so, location, date and grade awarded: _____

Date of Licensure _____ License Number _____ Is License now in force? _____

If not in force, indicate why _____

Have you **ever** applied for licensure as a Land Surveyor in **New Hampshire**? _____ Status

Professional Licenses: List all states where you hold or have held licensure. Use a separate sheet if necessary. Verification of current registration is needed from at least one state as well as verification from the state(s) where examination(s) was administered. A form will be provided upon receipt of this application packet.

| License # | State | Year Licensed | Hours Written Examination | Reciprocity or Grandfather | Active or Lapsed |
|-----------|-------|---------------|---------------------------|----------------------------|------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

3. General Information Questions

CHECK ONE:

YES NO

- Have you ever been convicted of any felony or any misdemeanor, or a violation involving the practice of land surveying. If so, name the court, the details of the offense and the date of conviction and the sentence imposed. ☐ YES ☐ NO
- Have you ever lost or been denied registration/licensure as a land surveyor or disciplined by another licensing board in any other state and if so, an explanation of the circumstances? ☐ YES ☐ NO
- Has any License ever been revoked, if so why? ☐ YES ☐ NO

If the answer is yes to any of the above questions, submit a written explanation with your application

4. Membership in Professional or Scientific Associations

| Name of Organization | Location | Grade or Membership | Date |
|----------------------|----------|---------------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

5. Education

1. Official transcripts are required and must be sent directly to the board office from the college or university.

| INSTITUTION AND LOCATION | FROM | TO | MAJOR | DEGREE AWARDED/DATE |
|-----------------------------------|------|----|-------|------------------------|
| Secondary Schools: | | | | |
| 1. _____ | | | | |
| 2. _____ | | | | |
| Colleges and Universities: | | | | |
| 1. _____ | | | | |
| 2. _____ | | | | |
| 3. _____ | | | | |

*** SUBMIT TRANSCRIPT FOR EDUCATION FOR WHICH CREDIT IS DESIRED**

6. References of Character and Qualifications

Applicant will give the name and address of not fewer than five reputable citizens, unrelated to the applicant, of whom at least three shall be land surveyors, having personal knowledge of the applicant's experience. No member of the board will be accepted as reference. Name of persons listed under item 7, "Experience," may also be used as references.

[illegible]

7. Professional Experience

*This information described below must be in detail, degree of responsibility, location and character of each engagement, describe duties.

| Key | Date | | 1. Name of Employer-Title of Position 2. Location and Character of Each Engagement 3. Degree of Responsibility | Time in Yrs/month in Responsible Other charge | Name and present address of someone familiar with each engagement, preferably person to whom applicant reported or with whom he/she was associated. |
|-----|---------------------|----------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| | From Years 19 | To 20 | | | |
| | | | | | |

*Additional detailed information pertaining to Education and Experience should be furnished on plain sheets 8 ½ x 11 inches signed by the applicant on additional sheets. Key references should be made to corresponding items in the above statement

NO ACTION WILL BE TAKEN ON THIS APPLICATION UNLESS THE INFORMATION REQUESTED ABOVE IS COMPREHENSIVE AND COMPLETE.

8. SIGNATURE

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

(Signature of Applicant)

ADDRESS ALL COMMUNICATIONS TO:

N.H. JOINT BOARD
57 REGIONAL DRIVE
CONCORD, N.H. 03301

Find us on the world wide web at www.state.nh.us/jtboard/home.htm

rev. 1/21/04

SURVEY REPORT
(use one cover sheet per report)

Name: _____
Last First Middle

Project Name: _____

Inclusive dates: _____

Supervising LLS: _____

Summary descriptions: _____

TASK BREAKDOWN

| Task Description | Hours | |
|------------------|-------|--------------------|
| | Work | Responsible Charge |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Use extra sheet if necessary

SUPERVISOR CERTIFICATION

I hereby certify that the work experience contained in this report accurately describes the work performed and the level of responsibility assumed by this individual.

Additional remarks (optional): _____

| | | | |
|------|-------|--------|-------------|
| Last | First | Middle | License No. |
|------|-------|--------|-------------|

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

LAND SURVEYING EXPERIENCE

1. Outline of historical experience showing progression of abilities and responsibilities throughout a project over a six year period.
 - a. Under one (1) include the licensed land surveyor who supervised the work.
 - b. Give your estimate of “responsible charge” time versus basic fundamentals.
2. Provide several examples of project work with a description of what work you performed on the project and under whose direct supervision. Include supporting documents such as research materials, field notes, work sheets, final plan as appropriate to demonstrate the work you performed or directed (indicate which). On the cover sheet provided, include an estimate of the time involved in each task and an analysis of any problems and your solutions (report of survey for your client).

The examples should span your experience to demonstrate your progression.

As with the state specific exam (N.H. Legal) the Board is looking for your understanding of principles and procedures and not a specific methodology. Provide any information that will demonstrate this.

3. College education: Each course of a property surveying nature per semester is equivalent to one year of basic field experience, not to exceed four years. Each course must be certified by a college Registrar.
4. The form of your presentation is up to you, but should show clearly your knowledge, experience and ability. For example: What would you submit for an office manager’s job for a major surveying firm.

Dear Land Surveyor Applicant:

Enclosed please find an Application for Licensure as a Land Surveyor in New Hampshire, a copy of RSA 310-A and the Board's Administrative Rules. Applicants are required to present to the Board evidence of satisfactorily meeting the minimum qualifications in order to be allowed to sit for the Professional Exam. This evidence must be verified before the Board reviews the file. Each file is subject to at least two individual reviews by Board members.

Before your file is reviewed the following documents must be received:

1. Application and fee.
2. Minimum of 5 references, of which 3 must be licensed land surveyors familiar with your work.
3. Certified college transcripts for courses to be credited.
4. A Professional Portfolio with 3-6 projects you were directly involved in demonstrating experience in all aspects of land surveying from field work, research, through to the decision making. (see appended)

The file is then complete. Deadlines for completed files are:

January 1 for the April exams and August 1 for the October exams

If approved for exam eligibility, the applicant will be notified of such date, time, place, cost etc.

If it is determined that additional information and/or experience is required the applicant shall be notified.

Sincerely,

Donna Lobdell
Administrative Secretary

RETURN THIS CHECKLIST WITH YOUR APPLICATION

APPLICATION CHECKLIST

Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

_____ Marked the box on the application form indicating which address you want us to use?

_____ Requested your college/university to send us your transcript directly?

_____ Completed the "References" portion of the application, sent reference forms and Board addressed and stamped envelopes to each of your references, and kept a blank copy of the form for yourself?

_____ Filled in the detailed experience summary sheets? (copy if needed)

_____ Included the correct fee with the check made payable to **Treasurer, State of NH**?

_____ Submitted an application for a Certificate of Authorization if you will be offering your services through a business entity required per RSA 310-A:65-a available at www.state.nh.us/jtboard/forms.htm?

_____ Completed Part A of the verification form, sent to the appropriate state board/s along with a stamped envelope on which you have placed one of the New Hampshire Board address labels?

_____ Included this Checklist with your application?

Date_____

College or University Registrar

Dear Registrar:

Enclosed please find my fee in the amount of \$_____ in payment for a certified transcript of my scholastic record. I attended college during the years _____ to _____. I received my degree on _____. My Social Security number is _____ and my date of birth is _____.

My student identification number was_____.

Please send the transcript **directly** to the following address:

New Hampshire Joint Board of Licensure
57 Regional Drive
Concord, New Hampshire 03301-8518

The Board of Land Surveyors has informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

(Signature)

(Printed Name and Address)

REQUEST FOR VERIFICATION OF LICENSURE OR EXAMINATION

PART A. Candidate Information

Applicant Name: _____

Date: _____ App #: _____

Address: _____

Social Security #: _____

City State Zip Code

Date of Birth: _____

PART B. To be completed by verifying Board and returned directly to: **New Hampshire Joint Board, 57 Regional Drive, Concord, NH 03301-8518.** (Phone 603-271-2219)

| I. THE ABOVE NAMED PERSON WAS LICENSED AS: | Certificate Number | Date Issued | Valid Until |
|--------------------------------------------|-----------------------|----------------|----------------|
| () PROFESSIONAL ENGINEER | _____ | _____ | _____ |
| () ENGINEER-IN-TRAINING | _____ | _____ | _____ |
| () LAND SURVEYOR | _____ | _____ | _____ |
| () SURVEYOR-IN-TRAINING | _____ | _____ | _____ |

II. MINIMUM REQUIREMENTS WERE:

| | | | | |
|-------------------------------------------|-------|---------|--------------------|--------------|
| 1. () Written Examination: | Hours | Results | NCEES? (yes/no) | Exam Date |
| Principles and Practice of Engineering | _____ | _____ | _____ | _____ |
| Fundamentals of Engineering | _____ | _____ | _____ | _____ |
| Principles and Practice of Land Surveying | _____ | _____ | _____ | _____ |
| Fundamentals of Land Surveying | _____ | _____ | _____ | _____ |
| Exam Option: (Discipline)_____ | | | | |

2. () EIT or LSIT Accepted from: _____

3. () Oral Examination: _____ hours PE _____ hours PLS

4. () Comity with: _____

5. () Education and Experience _____

6. () Other _____

III. QUESTIONS

- Has any disciplinary action ever been taken against the applicant? _____ Yes _____ No
- If so, has the disciplinary case been satisfied to the Board's requirements? _____ Yes _____ No
If not, give details _____
- Was the NCEES Cut-Score used? _____ Yes _____ No If no please explain: _____

State: _____

By: _____

(mandatory board seal)

Title: _____

Date: _____

NH JOINT BOARD OF LICENSURE &
CERTIFICATION
57 REGIONAL DRIVE
CONCORD NH 03301-8518

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CONCORD NH 03301-8518

Note: This page may be printed or copied on a 3 by 10 label sheet to create mailing labels for use with reference letter envelopes, etc. This setup is for Avery label 5960.

Dear Sir or Madam:

The individual named on the attached form is an applicant before this Board for Licensure as a Land Surveyor and has submitted your name as a reference who is familiar with his/her qualifications. The records of this board, under New Hampshire Statutes, are public information. In making this application, the following authorization and release, properly signed and notarized, was made:

“I authorize those whom I have given as references, whether they be an individual, a company, or an institution to furnish the New Hampshire Board of Licensure for Land Surveyors information concerning my education, experience, character, and suitability for practicing land surveying. I agree to release and hold harmless any individual, company, or institution and any persons connected therewith from liability imposed by law in furnishing such information.

“I further authorize the Board of Licensure to classify this information as confidential and not subject to public scrutiny under the Right to Know Laws, N.H. RSA Chapter 91-A. The Board of Licensure may evaluate this information at non public sessions and keep confidential both the information and the Board’s evaluation thereof.”

This Board is required to license only those applicants who meet the licensure standards which are designed for the protection of life, health, and property of New Hampshire Citizens. We trust the above mentioned release will permit you to provide an appraisal which will enable the Board to make a fair evaluation of this applicant’s qualification.

A prompt return of the enclosed reference form will be appreciated.

NEW HAMPSHIRE BOARD OF LICENSURE FOR LAND SURVEYORS

**STATE OF NEW HAMPSHIRE
BOARD OF LICENSURE FOR
LAND SURVEYORS**

Reference No. _____ Reference Name _____
Please Print

Applicant _____ LS. Appl. # _____ (for office use only)

To the Party listed above:

You have been listed as a reference by the above named applicant for licensure as a Land Surveyor. The following information is requested to assist the Board in determining the qualifications of the applicant as required by law.

If you feel that you cannot properly evaluate the candidate, please return this form to the NH Board of Licensure for Land Surveyors and, in confidence, we will request that the candidate provide a further reference.

Definition of LAND SURVEYOR (RSA 310-A:54 II)

A "Land Surveyor" is a professional specialist in the technique of measuring land, educated in the basic principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence and all requisite to the surveying of real property and engaged in the practice of land surveying as defined (in the law).

THIS IS CONFIDENTIAL INFORMATION FOR USE OF BOARD MEMBERS ONLY

How long have you known the applicant? _____ years..

Do you consider that he/she fulfills the above definition? __ Yes _____ No

It is required that three persons serving as references be licensed land surveyors (preferably one of which should be or has been an immediate supervisor). If you are serving in either of these capacities, please indicate your state of registration/licensure and number.

State _____ LS# _____

State _____ LS# _____

State _____ LS# _____

We prefer to have an in depth qualified reference so it is imperative that you fully consider your comments. Only you can ascertain the candidate's qualifications. The Board must depend upon you for this information.

1. To your knowledge, does the applicant have practical experience in deed research, drafting of deed descriptions, etc., preparatory to the conveyance of land? Please specify!

2. To your knowledge, is the applicant adequately informed of the rules of evidence and boundary law to effectively perform the duties ordinarily required of a land surveyor? Please specify!

If you believe the candidate has this knowledge, could you give an estimate of the period of time the candidate has been performing these duties.

3. To your knowledge, has the candidate spent a portion of his/her professional career in responsible charge in a survey office? If you believe the candidate has spent a portion of his time in direct supervisory charge, could you give an estimate of the period the candidate has been performing these duties.

4. Are you aware of anything which reflects adversely on the integrity or general good character of the applicant?

5. If you are acting in any capacity other than a licensed land surveyor and you are in a position to pass judgment on the adequacy of the candidate's work, please explain under what conditions you are familiar with his/her work.

Please make any further comments which you feel will help the Board in determining the applicant's suitability for licensure as a land surveyor.

I make the above statements with full knowledge that the person referred to is making application for licensure by the State of New Hampshire as a Land Surveyor, and this information will be filed with the person's application.

Date _____ 20____ Written Signature_____

After completing this form, please mail to:

**State of New Hampshire
Joint Board of Licensure & Certification
57 Regional Drive
Concord, N.H. 03301**

Find us on the world wide web at ww.state.nh.us/jtboard/home.htm